

CH2M HILL Hanford Group, Inc.	Manual	ESHQ
INDUSTRIAL HYGIENE	Document	TFC-ESHQ-S_IH-C-45, REV A-1
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	Issue Date	March 27, 2008
	Effective Date	March 27, 2008

[Ownership matrix](#)

1.0 PURPOSE AND SCOPE

Industrial hygiene instruments used to detect contaminants in air may alarm for a variety of reasons, including low battery, low flow, bad sensors/lamps, or when reaching preset alarm limits. This procedure provides CH2M HILL personnel with direction and guidance for responding to industrial hygiene instrument alarms. It is applicable to installed, portable, or semi-portable instruments/equipment. This procedure includes general response guidelines that are appropriate for all personnel and follow-on actions for Industrial Hygiene Technician (IHT)/Industrial Hygienist (IH) response. (7.1.1)

This procedure does not describe the basis for establishing monitoring limits or the specific actions to take based upon those limits. Refer to specific industrial hygiene instrument procedures and manuals for detailed instructions on setting, adjusting, or resolving instrument alarms. Instructions for documenting measurements and related actions are defined in other industrial hygiene procedures.

2.0 IMPLEMENTATION

This procedure is effective on the date shown in the header.

3.0 RESPONSIBILITIES

Responsibilities are contained within Section 4.0.

4.0 PROCEDURE

NOTE: Instrument limits can be set or adjusted as necessary. Alarm limit specifications are found in the applicable procedure and/or applicable operating manual for each instrument. Instrument operating factors or malfunctions are incorporated into the instrument by the manufacturer and cannot be adjusted.

4.1 Responding To An Instrument Alarm When The IH/IHT Is Present

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| Employees | 1. | If an instrument alarms while an IHT/IH is monitoring the job, move upwind and follow the directions of the IHT/IH. |
| Industrial Hygiene Technician/Industrial Hygienist | 2. | Evaluate the cause and determine the need for additional actions. |
| | 3. | Inform the supervisor/work crew of the nature of the alarm and advise additional actions, or emphasize actions directed by hazard control documents such as the work instructions, job hazard analysis, etc. |
| Supervisor/Employees | 4. | Take actions as advised or directed. |

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| Industrial Hygiene Technician/Industrial Hygienist | <ol style="list-style-type: none"> 5. Depending upon the nature of the alarm, correct it. <ol style="list-style-type: none"> a. Document correction on the TFIH DRI Monitoring Field Log form (A-6003-860). 6. When a preset limit has been reached, inform the shift manager of the nature of the alarm and advise additional actions, or emphasize actions directed by hazard control documents. |
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4.2 Responding To An Instrument Alarm When The IH/IHT Is Not Present

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| Employees | <ol style="list-style-type: none"> 1. Stop all work activities, placing the work environment in a safe condition, as appropriate per the work instructions or applicable procedure(s). 2. Immediately exit the affected area. 3. Notify the shift manager. |
| Shift Manager | <ol style="list-style-type: none"> 4. Contact the responsible industrial hygiene personnel to evaluate the cause of the alarm. |
| Industrial Hygiene Technician/Industrial Hygienist | <ol style="list-style-type: none"> 5. Evaluate the cause of the alarm and determine the need for additional actions. 6. For alarms reaching preset limits, determine the need for additional actions. Refer to the applicable industrial hygiene procedure for alarm limits and specifications of each instrument. 7. Inform the shift manager of the nature of the alarm and advise additional actions, or emphasize actions directed by hazard control documents. |
| Shift Manager/Employees | <ol style="list-style-type: none"> 8. Take actions as advised or directed. |
| Industrial Hygiene Technician/Industrial Hygienist | <ol style="list-style-type: none"> 9. Correct instrument operation alarms before resuming work. <ol style="list-style-type: none"> a. Document correction on the TFIH DRI Monitoring Field Log form (A-6003-860). |
| Supervisor | <ol style="list-style-type: none"> 10. Ensure feedback on the cause and resolution of the alarm is provided to affected workers prior to resuming work. |

NOTE: Shift Manager approval is required prior to resuming work.

5.0 DEFINITIONS

No terms or phrases unique to this procedure are used.

6.0 RECORDS

The following records are generated during the performance of this guidance document:

<u>Record Description</u>	<u>Vital Record Y/N</u>	<u>QA Record Y/N</u>	<u>QA Record Retention L/NP</u>	<u>NARA Retention Schedule</u>	<u>Other Retention Requirements</u>	<u>Records Custodian</u>
<u>TFIH DRI Monitoring Field Log (A-6003-860) form or equivalent</u>	<u>N</u>	<u>Y</u>	<u>NP</u>	<u>ADM-17.32b1</u>	<u>N/A</u>	<u>Safety & Health Programs</u>

The identified record custodian is responsible for record retention in accordance with TFC-BSM-IRM_DC-C-02 and TFC-ESHQ-IH-STD-03.

~~•TFIH DRI Monitoring Field Log form or an approved equivalent (A-6003-860)~~

~~The Industrial Hygiene Program Records Coordinator is responsible for record retention and retirement in accordance with TFC-BSM-IRM_DC-C-02 and TFC-ESHQ-IH-STD-03.~~

7.0 SOURCES

7.1 Requirements

1. DOE O 440.1A, "Worker Protection Management for DOE Federal and Contractor Employees," Attachment 2, "Contractor Requirements Document." (S/RID)

7.2 References

1. TFC-BSM-IRM_DC-C-02, "Records Management."
2. TFC-ESHQ-IH-STD-03, "Exposure Monitoring, Reporting, and Records Management."